

- Committee meeting.
- (b) The Chair or Vice-Chair of the Administration Committee shall be the Council Member. The Mayor shall appoint the Department Head or supervisory employee members. Confirmation of members does not require Common Council confirmation. Consideration shall be given in appointing the Department Head members to those who are expected to have major automation projects scheduled. Department Head or supervisory employee appointments shall be made to be effective May 1st.
 - (c) The Council member shall be the Steering Committee Chair. The Committee shall meet at the call of the Chair, but shall meet at least monthly.
 - (d) The duties of the Steering Committee shall be to lend direction to the Information Technology by using short range and long range plans as a guideline. The Steering Committee shall also insure that the short range and long range plans are appropriately being implemented. The Steering Committee shall further have the power to recommend to the Common Council that either the short range or long range plans be updated. Each member of the committee shall be entitled to one vote on issues before the committee. Any member may designate a supervisory employee or a Department Head to vote in the absence of that member, provided, however, that no member shall be allowed to cast more than one vote. Non-member Department Heads or supervisory employees participating in any meetings shall not be entitled to vote on Committee issues.
 - (e) The Steering Committee shall have the power to call in any external experts and consultants it deems necessary to achieve its duties consistent with budgetary guidelines.

SEC. 2-4-14 GENERAL PROVISIONS REGARDING MEETINGS AND PUBLIC NOTICE.

- (a) **REGULAR MEETINGS; PUBLIC NOTICE.** Every Board, Committee and Commission created by or existing under the ordinances of the City shall:
 - (1) All meeting notices shall be filed with the City Clerk who shall cause the notice to be published and/or posted in full compliance with the Open Meeting Law Requirements.
 - (2) Post, at the City Hall, an agenda of the matters to be taken up at such meeting.
- (b) **SPECIAL MEETINGS.** Nothing in Subsection (a) shall preclude the calling of a special meeting or with dispensing with the publication of notice or such posting of the agenda, for good cause, but such special meetings shall nonetheless comply in all respects with the provisions of Section 19.81 to 19.89, Wis. Stats.
- (c) Unless otherwise provided by statute or ordinance, all citizen members appointed to any City committee, board, or commission, or authority by the Mayor and/or Common Council are subject to removal at the pleasure of the Common Council. When such removal requires a finding of cause, inefficiency, or neglect of duty, said finding may be based upon any of the following:
 - 1. The member's unexcused absence from more than three consecutive meetings of the committee, board, commission, or authority.
 - 2. The member's absence for any reason, excused or unexcused, from 50% or more of the respective body's meetings within any twelve-month period of time.
- (d) The presiding officer of each City committee, commission, board, and authority shall promptly notify the Mayor if a member of such body does not comply with the

attendance standards described herein. In the event the absent member is the presiding officer, any member of the body may notify the Mayor of such absences. If it is desired to remove such member, the Common Council shall conduct a hearing related to the charges prior to determining whether to remove such member from office. Removal requires an affirmative vote of $\frac{3}{4}$ of all Council members. Upon removal, the Mayor shall declare the office vacant and shall appoint a new member pursuant to all applicable ordinances and statutes.

- (e) An absence shall be considered unexcused under this section when the appointed official does not notify the presiding officer or the City Clerk of the absence prior to the meeting. This section does not preclude removal for cause due to conduct other than absences.

2-4-15 MUNICIPAL COURT

SECTION I.

1. Joint Municipal Court Created.

Pursuant to Sections 755 and 66.0301, Wis. Stats., there is hereby created and established a Joint Municipal Court to be designated Municipal Court for the Cities of Menasha and Neenah, said court shall become operative on May 1, 2002.

2. Municipal Judge.

A. *Qualifications:* The Joint Court shall be under the jurisdiction of and presided over by a Municipal Judge, who shall be an attorney licensed to practice law in Wisconsin, and who resides in one of the municipalities that is a party to the agreement forming this joint court.

B. *Oath and Bond:* The Judge shall, after election or appointment to fill a vacancy, take and file the official oath as prescribed in Sec. 755.02 (1), Wis. Stats., and at the same time execute and file an official bond in the amount of \$1,000.00. The Judge shall not act until the oath and bond have been filed as required by Sec. 19.01, Wis. Stats., and the requirements of Sec. 755.03 (2) have been complied with.

C. *Salary:* The initial salary of the Municipal Judge shall be \$24,660 effective August 1, 2006. Thereafter, the salary of the Municipal Judge shall be increased on each subsequent May 1st by the same percentage increase approved for the City of Neenah non-represented employees pay plan for that year, rounded to the nearest dollar.

3. Elections.

Term: The Municipal Judge shall be elected at large in the spring election for a term of four years commencing May 1, 2002. All candidates, for the position of Municipal Judge, shall be nominated by nomination papers as provided in Sec. 8.10, Wis. Stats., and selection at a primary election if such is held as provided in Sec. 8.11, Wis. Stats. The State elections board shall serve as filing officer for the candidates. Electors in all municipalities that are parties to the